

AIRPORT OPERATIONS COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Airport Operations Coordinator exists to oversee the day-to-day operations, security and maintenance of the Scottsdale Airport in Transportation Department. This classification does supervise. Work is performed under general supervision by the Airport Director. The Airport Operations Coordinator is distinguished from Airport Administrative Coordinator by the nature of the work assigned consists of facility operations functions of the Airport.

ESSENTIAL FUNCTIONS

Plans, organizes and directs the work of operations, maintenance and security staff including hiring decisions, written performance evaluations and possible disciplinary actions.

Develops and coordinates airport capital improvement project program. Develops and issues written guidelines and action plans to coordinate projects with outside contractors and other city maintenance staff.

Updates and ensures that the various airport safety, security and procedures manuals are current and in compliance with state and Federal Aviation Administration regulations.

Administers, supervises, oversees and inspects the safety and efficiency of airport operations, maintenance, emergency and security functions through observing and reviewing daily inspection logs, incident reports, activity logs, on-site inspections and interface with staff, users, tenants, emergency personnel, law enforcement and the Federal Aviation Administration.

Issues airfield safety notices. Communicates verbally with air traffic control facility staff to ensure compliance and coordination with related regulations and procedures. Coordinates and responds to airfield emergencies.

Supervises operational activities of users of airport land, property and facilities to ensure compliance with leases, agreements, contracts, Airport rules, and regulations, codes and ordinances. Directs procurement of operations, maintenance and security items.

Conducts special projects and studies of airport operations and development matters, makes recommendations and prepares written reports. Provides staff support to the Airport Advisory Commission.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities

Knowledge of:

Federal Aviation Administration (FAA) rules, regulations, and guidelines;

The procedures and practices regarding Aircraft operation, safety and security;

Construction management practices; and

The principles and practices of staff supervision.

Ability to:

Produce written documents with clearly organized thoughts using proper sentence construction, grammar and punctuation;

Comprehend and make inferences from written materials;

Analyze problems and develop practical solutions;

Visually observe, investigate, inspect and follow-up on safety, security and maintenance activities;

Establish and maintain effective working relationships with airlines, tenants, Commission members, aircraft owners, pilots, fixed-based operators and the general public;

Develop and implement policies and procedures;

Effectively deal with emergency situations;

Operate a computer and other standard office equipment using continuous and repetitive arm, hand and eye coordination; and

Maintain regular and consistent attendance.

Education & Experience

Any combination of education and experience equivalent to a bachelor's degree in Aviation Management, Business Administration, Public Administration or a related field and two to four years of experience in aviation operations at a public use airport. Must possess and maintain a valid Arizona driver's license without any major violations in the last 39 months.

FLSA Status: Exempt

HR Ordinance Status: Unclassified